

Nadeem Ehteshamul Haque

Summary

I aspire to join an organization that nurtures talent, creates a learning environment, provides with adequate challenges and opportunities to grow not only as a professional but also as a person while applying my knowledge, skills and hard work towards the fulfillment of organizational goals.

Experience

Al Habtoor Hospitality – (Hospitality chain in UAE, with major Hotels and La Perle theatre)

Credit Manager – 12/2019- Present

Accountable for the entire credit granting process, including the consistent application of a credit policy, periodic credit reviews of existing customers, and the assessment of the creditworthiness of potential customers, with the goal of optimizing the mix of company sales and bad debt losses. Over all looking after the Credit Department. Handle the Team of 5 Associate including income audit

- Verify credit application forms of new customers to establish credit worthiness of the company
- Establish credit limits and send letters to the customer either accepting or rejecting the customer's application
- Prepare a list of authorized credit accounts and distribute to Front Office, Reservations, Food & Beverage Outlets and Sales Department on a monthly basis
- Review credit check report and high balance report
- Send statement of accounts to all credit customers within a week of the month end
- Ensure that all outstanding credit should be followed up to ensure receipt of all amounts due
- Conduct monthly credit meetings and bad debt approvals.
- Assist in Preparing the budgets and Monthly reviews of FS
- Monthly Credit Review meetings at head office with group FC
- Monthly Co-ordination meeting with all HOD's
- Speak to the HOD's in case of any procedure issues are noticed.



Contact

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Address

- Dubai

Highlights

- Self-Leadership
- Time management.
- Budgeting.
- Credit Management.
- Problem Solving
- General Ledger.
- Financial Statements.
- Multi-Tasking.
- Payroll Processing.
- Software Knowledge

Education

Master of Commerce- Vidyanagar University

Bachelors of Commerce-Calcutta University

Vat Certification – GSS Management

Diploma in Computer – Webel

Reference – *Upon Request

The Oberoi Beach Resort Al Zorah (Luxury resort with 101 key situated at UAE, Ajman)

Finance Supervisor (Acting Assistant Manager) – 01/2017-12/2019

- Assist Accounts Manager and Director of Finance
- Vat Filing
- Preparing Flash reports.
- Preparing Revenue Reports
- Assist in preparing Budgets
- prepare Statutory Dues
- Performing all financial and statistical reporting for the company
- Bank Reconciliation
- Preparing Financial Statements
- Supervise AR /AP Team.
- Month End Closings
- Processing the payroll for Staff and executives
- Handling the entire audits
- Spot checks and all outlets and Front office.
- Credit Review Meetings
- Department Meetings and Trainings.

The Oberoi Dubai – (Luxury Business Hotel with 250 keys situated at UAE, Dubai)

Finance Supervisor – 10/2015-12/2016

- Assist Accounts Manager and Director of Finance
- Preparing Flash reports.
- Preparing Financial Statements
- Preparing Revenue Reports
- Assist in preparing Budgets
- prepare Statutory Dues
- Performing all financial and statistical reporting for the company
- Bank Reconciliation
- Payroll Processing for the Staff and Executives
- Co-ordination meeting with HOD's

The Oberoi New Delhi – (Luxury business hotel with 250 keys situated at New Delhi, India)

Finance Assistant – 07/2013 -10-2015

- In charge of Accounts Payable
- In Charge of Income Audit
- Daily Bank Reconciliation
- Processing of Vendor Invoice and Payments
- Advance Reconciliation
- Vendor Account Reconciliation
- Spot Check
- Preparing Revenue Reports
- Preparing A&G Reports

Declaration:- I hereby declare that all the above is true to my knowledge .

Signature:- **Nadeem Ehteshamul Haque.**